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Searchable PDF Documents

All pleadings or other documents bearing the signature of the filer should be submitted in searchable PDF format. It is important to know that not all PDFs are searchable.

- Searchable PDF documents have been converted in a word processing program to a PDF format. These are called text-based PDFs.
- Non-searchable PDF documents are documents that have been scanned. These are called image-based PDFs.

Note

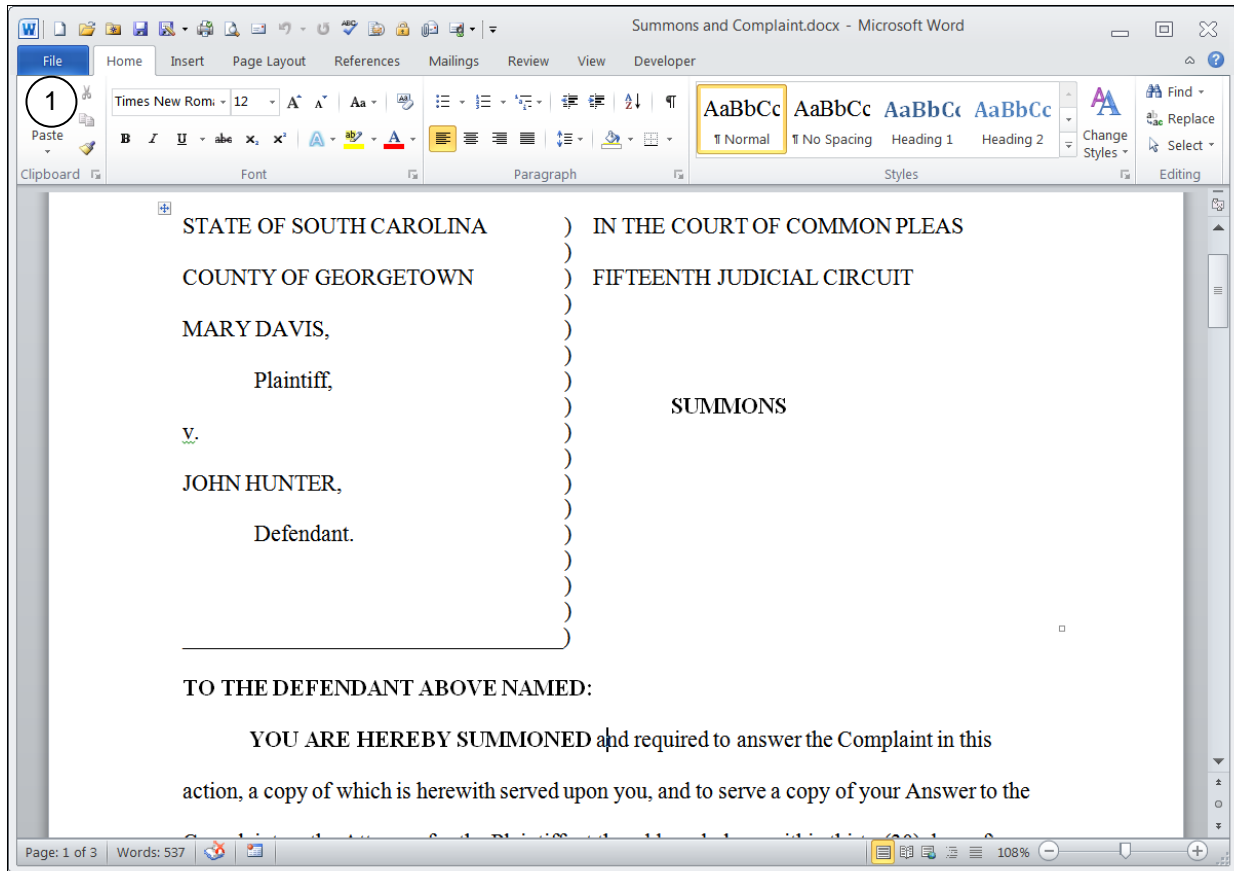
The size of an image-based PDF is much larger than a text-based PDF. Text-based PDFs use less storage space and load much faster than image-based PDFs. In E-Filing, each submitted document cannot be larger than 8 megabytes. The entire submission cannot be larger than 40 megabytes. See the Attorney Reference Guide entitled *Large Documents and Additional Parts* for more information.

The court recognizes that imaging may be necessary. Documents such as contracts, exhibits, maps, or plats that are not available in electronic format may be scanned as image-based PDFs.

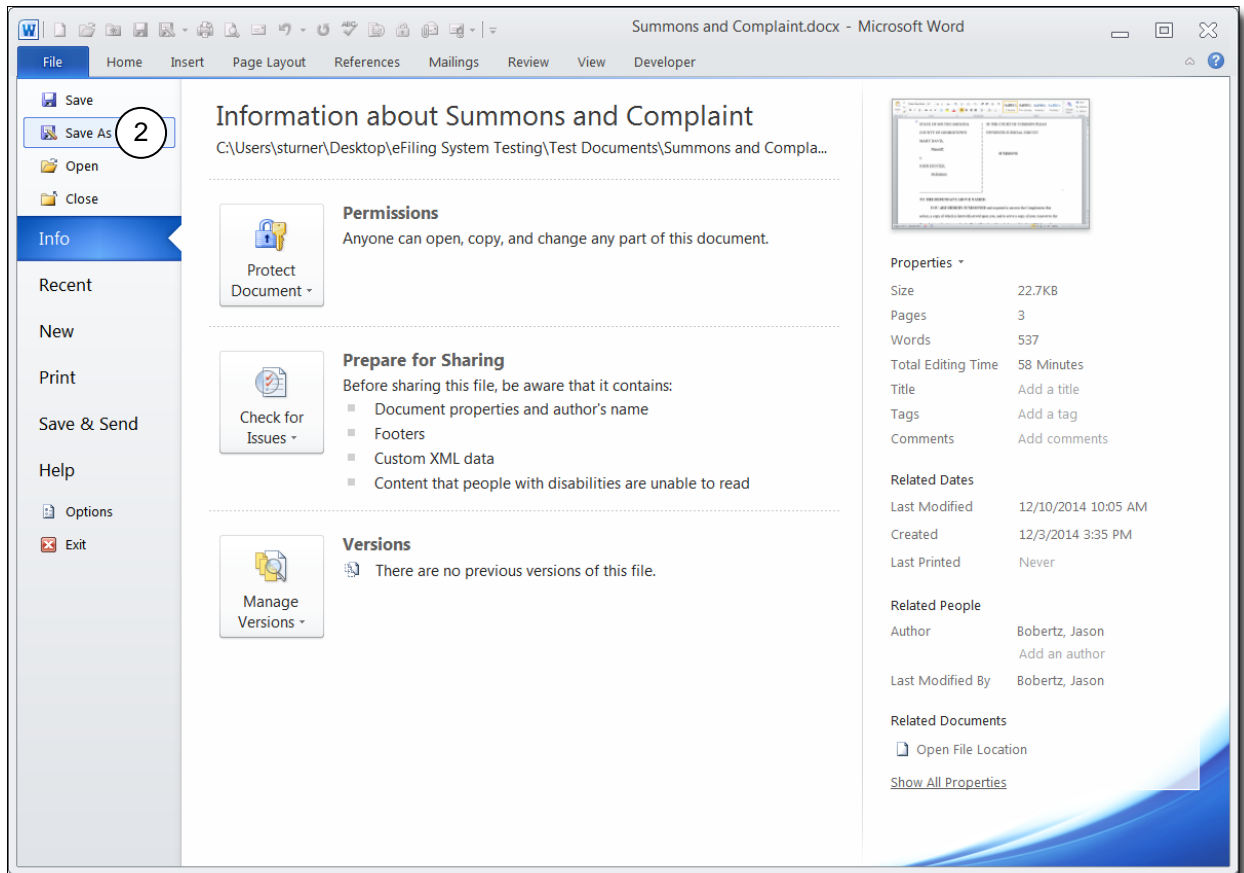
When it is necessary to scan to PDF, the court recommends scanning documents in black and white with a resolution of 300 dots per inch. Avoid scanning in color or grey scale unless color is required to maintain the integrity of the document or the evidence.

Converting Documents to PDF

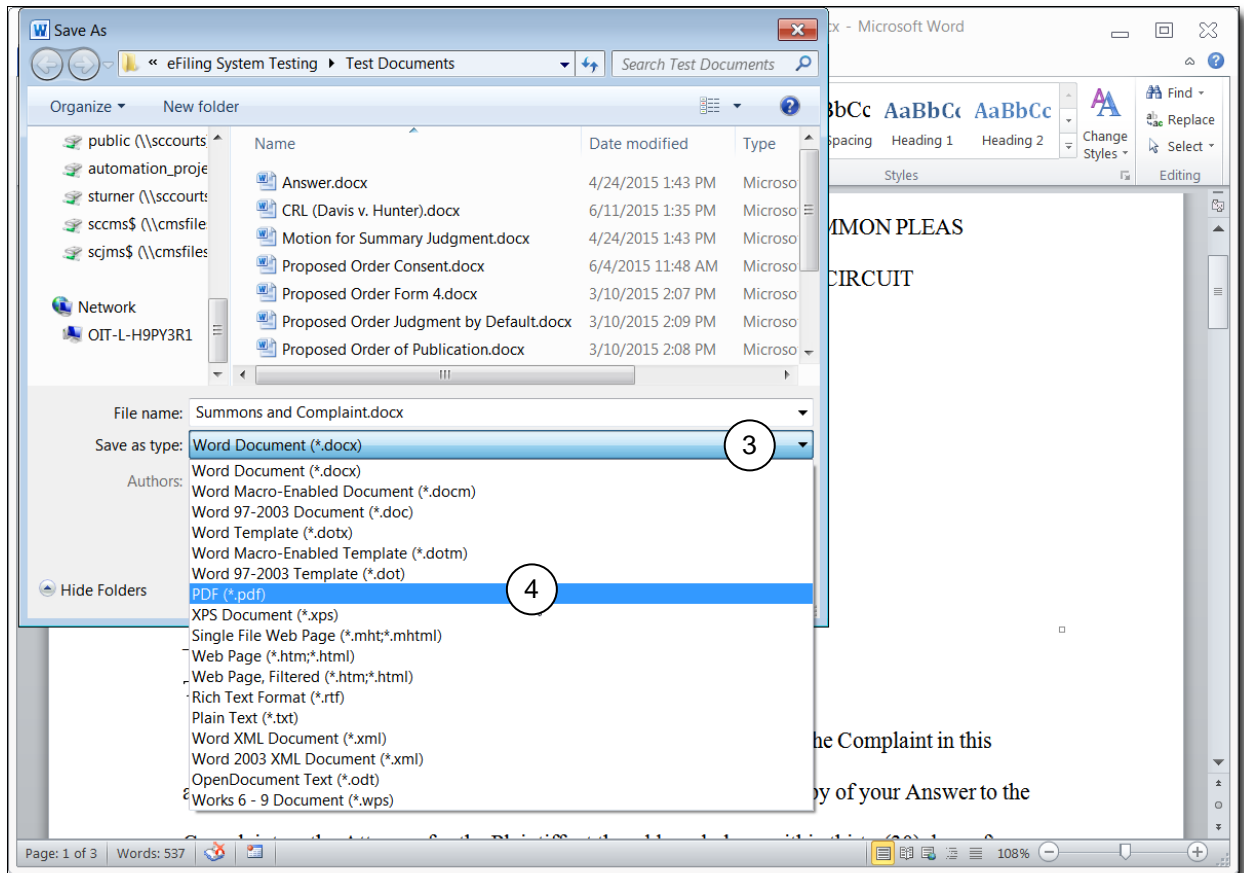
Converting your documents to a PDF format depends on the word processing program, such as Word or WordPerfect. The following steps explain how to convert a Microsoft® Word file to an Adobe® PDF.



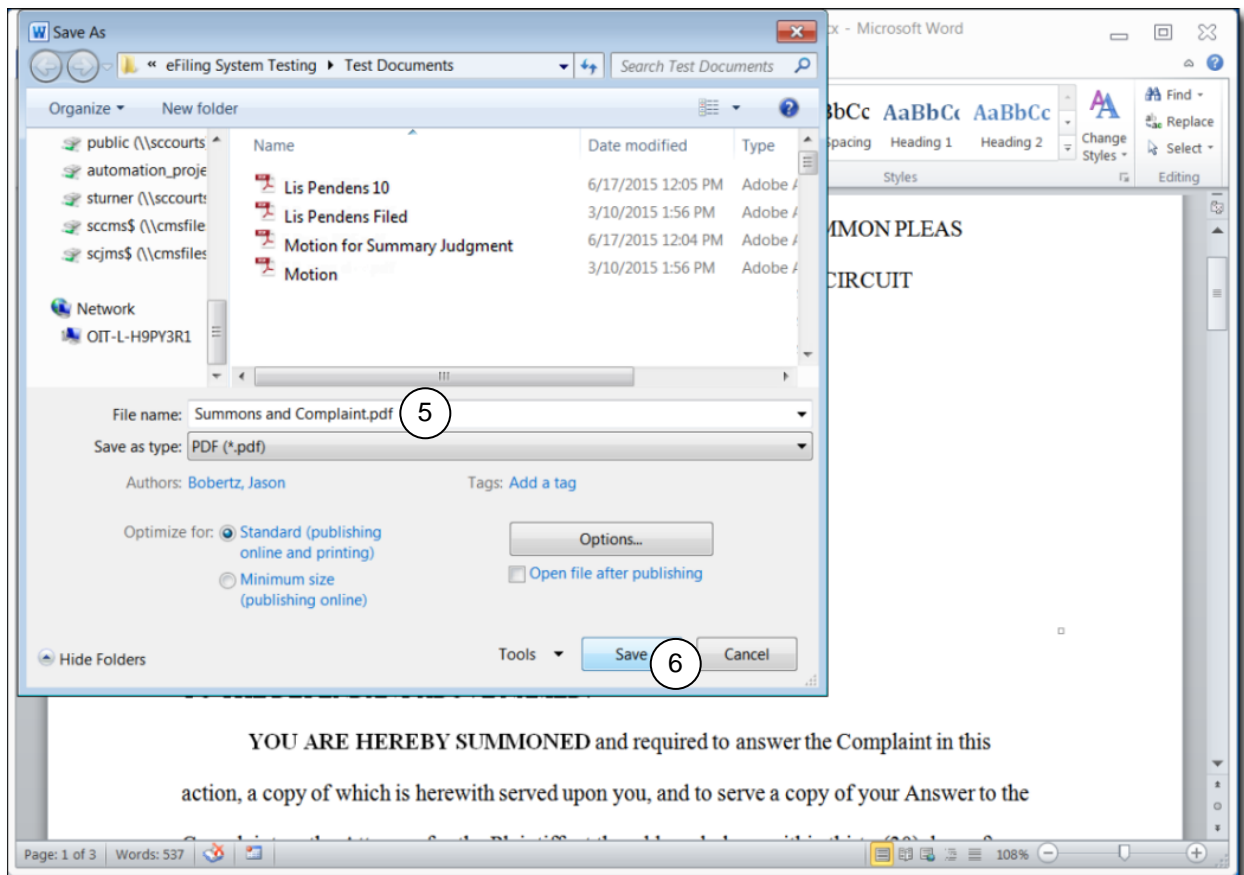
1. With the document opened, click the **File** tab, and the menu displays.



2. Click **Save as**, and a Save As window opens.

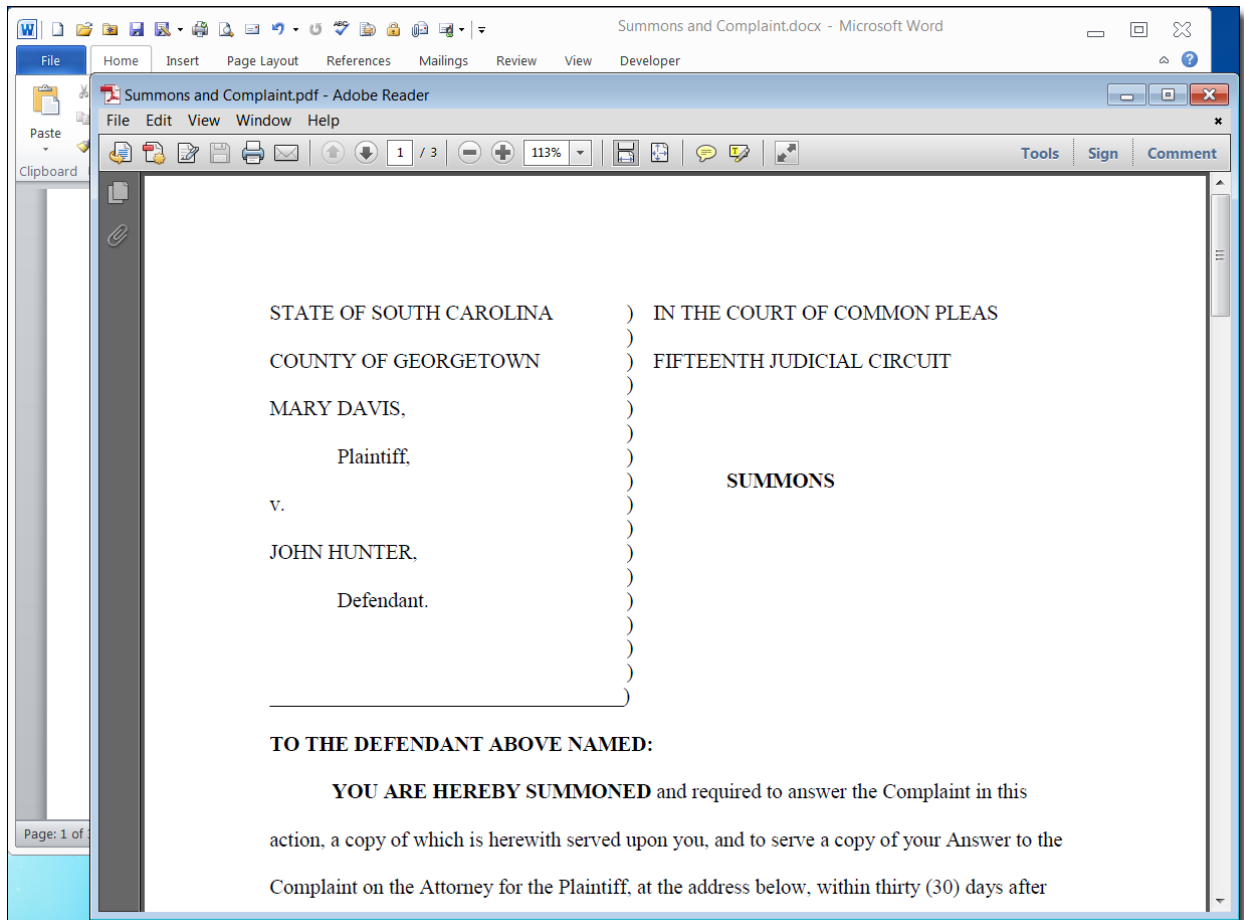


3. Click the down arrow in the **Save as type** dropdown to open the list of selections.
4. Select **PDF (*.pdf)**.

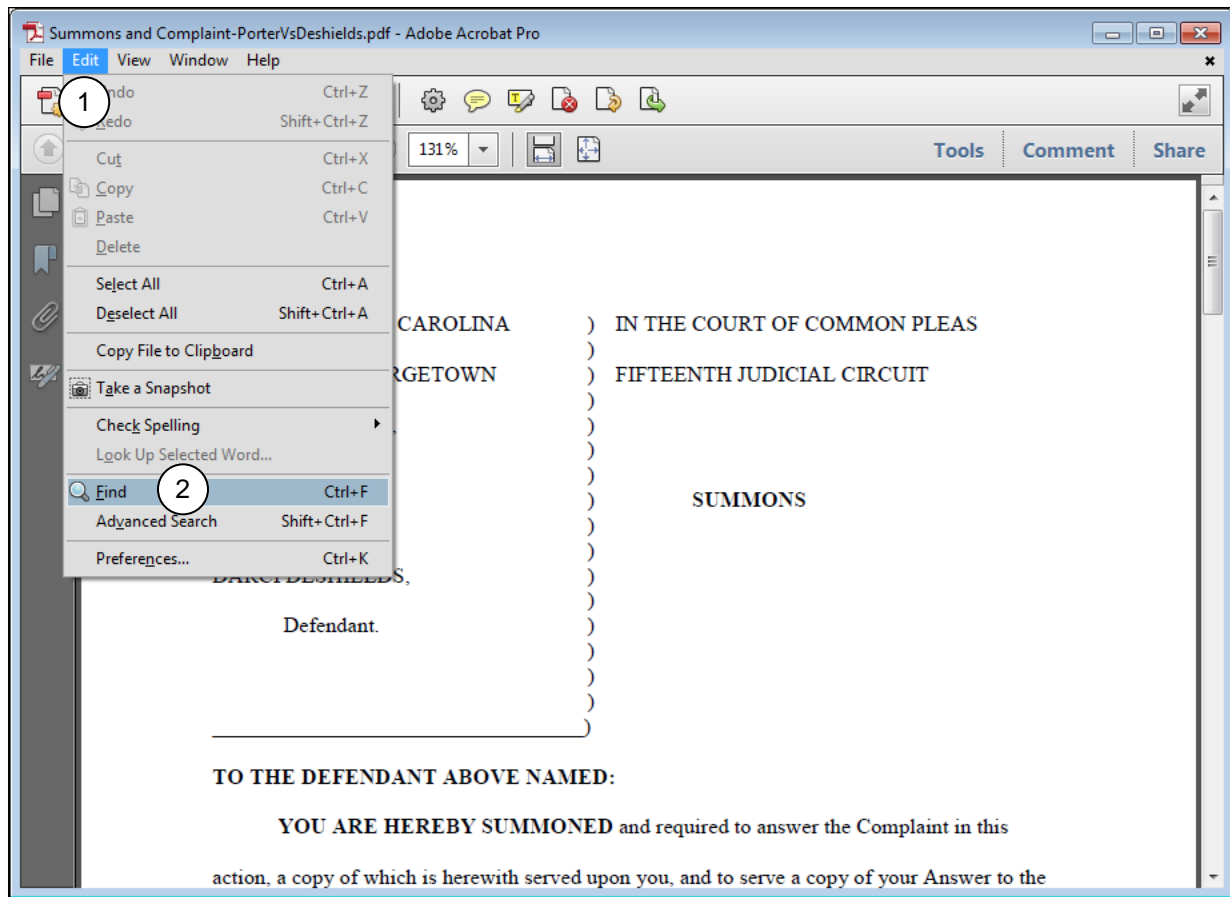


1. Verify the **File name** and change if needed.
2. Click **Save**. The document will open in a PDF reader, such as Adobe Reader.

Example of a PDF File



Search a Text-Based PDF



1. Open the PDF file and click **Edit** to display the menu.
2. Select **Find** from the dropdown menu or use the keyboard shortcut **CTRL-F**.

